



**Accountant- Kirkland, WA**  
**Job Description**  
**2022**

Since 1987, Imagine Housing is the leading nonprofit developer of permanent affordable rental housing with supportive services in East King County, Washington. We are working to solve the worst housing crisis to hit our region. We focus our efforts in east King County, which now has the highest cost of housing in the region with average rent for a 2 bedroom apartment topping \$3,000 per month. We provide permanent affordable apartments with support services to households earning up to \$65,000 annually including families, veterans, youth coming from foster care, and seniors.

Our outstanding team of smart, experienced, staff are committed to making a difference in our communities. We now have 639 affordable apartments in six Eastside cities serving more than 1,400 low-income individuals each year.

Imagine Housing is seeking an Accountant that will take ownership of the full monthly accounting cycle while navigating ambiguous and complex issues that often arise. Perform accurate and timely assigned reconciliations as part of monthly accounting close cycle for a variety of standard and non-standard transactions. Create accurate and useful financial reporting based on evolving business needs and Finance/organizational goals. Support financial statement, benefit plan and other audit engagements to ensure compliance with internal and external requirements and filings. Crosstrain to ensure back up support on in-house payroll and other department processes.

**MAJOR DUTIES**

**General Accounting Support**

- Prepare bank deposits and record cash receipts in the accounting system.
- Pay organizational bills in a timely manner.
- Create invoices and process payments related to service funding for multiple properties.
- Complete bank reconciliations for 30+ accounts for the organization and the properties and update reserve spreadsheets for the properties.
- Prepare cash available analysis and projections on a weekly basis.
- Maintain schedules of uses of restricted funds in accordance with funder requirements.
- Import monthly property financial information provided by 3<sup>rd</sup> party property management into the accounting system.
- Serve as liaison with Property Management companies regarding financial matters for multiple properties.
- Maintain fixed asset records, including calculation of depreciation.
- Complete month-end activities to close the month, including accruals, journal entry bookings, etc.
- Maintain debt schedules and prepare annual debt confirmation letters as required for the audit.
- Perform quarter and year end account reconciliations, including with Property Management.
- Prepare materials needed for annual audits conducted by outside auditor.
- Import budget information for the organization and all properties into the financial accounting system.
- Perform other accounting and financial duties as assigned; including but not limited to special projects.

### Compliance/Reporting

- Maintain and update the internal monitoring schedule of compliance requirements.
- Prepare financial reports and other filings required by funding agencies and federal, state, and local authorities (including compliance reports, Form 1099/1096 regarding tax exemptions, license renewals, annual report renewals, and SOS renewals.
- Submit quarterly invoices to Department of Commerce O&M for funding for services.
- Calculate state and local B&O tax liabilities and submit monthly/annual returns.
- Provide reports and support to other departments of the organization as required.

### Payroll

- Calculate and input onto the payroll company website semi-monthly payroll information for hourly and salaried employees. (Back up support)
- Maintain employee payroll records. (Back up support)
- Manage employee benefit offerings, including flexible spending.
- Allocate salaries, taxes, and benefit plan premiums to departments.
- Review quarterly and annual tax forms prepared by the payroll company for accuracy.
- Monitor benefits and 401(k) administration, including Form 5500.
- WAPFML administration
- Review and distribute W-2 and W-3 prepared by the payroll comp

### Housing Development Accounting

- Process accounts payables related to housing development projects.
- Reconcile construction and pre-development data for housing development projects (using detailed cost data spreadsheets to track budgets and expenditures) between Finance and Housing Development departments on an ongoing basis.
- Record housing development transactions, such as property acquisition, funding drawdowns, etc. in the accounting software.
- Reconcile construction cash accounts for new development projects.
- Maintain activity related to line of credit, as needed.
- Transition new projects to operations in the financial system at completion of construction.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Bachelor's degree and minimum of 5 years of related accounting experience required; non-profit experience preferred.
- Working knowledge of current GAAP.
- Advanced computer skills, especially in Excel and other MS Office applications.
- Experience working with accounting software. Familiarity with Financial Edge a plus.
- Strong analytical thinking and problem solving abilities.
- Ability to communicate clearly and diplomatically, both verbally and in writing, and to work collaboratively in a team environment.
- Attention to detail.
- Exceptional organizational skills.
- Ability to balance multiple assignments, prioritize tasks, and work independently to deliver timely and accurate results.
- Integrity and strong work ethic.

- Proactive and resourceful – able to act in anticipation of future problems/needs and to promptly and skillfully deal with new situations and difficulties.

### **WORK SCHEDULE**

This is a full-time, non-exempt/hourly position. Typical work hours are between 8:00 a.m. and 5:00 p.m., or at a mutually agreed-upon schedule. Overtime, evening and/or weekend work may also be required.

### **COMPENSATION & BENEFITS**

Salary range \$55k - \$65k. 100% company paid health, dental, vision, and life insurance; PTO, and holidays; 401(k) matching contribution.

### **TO APPLY**

Please email resume and cover letter to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org)

Cover letter should include how you learned of this position, why you are an ideal candidate, and your salary expectations.

If you have any questions, please call Eunice Springs at (425) 521-5202



Imagine Housing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, rehire, leave of absence, compensation, benefits, training, and internship. Imagine Housing makes hiring decisions based solely on qualifications, merit, and business needs at the time.



Imagine Housing is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please call (425) 521-5202 or send an e-mail to [eunices@imaginehousing.org](mailto:eunices@imaginehousing.org) and let us know the nature of your request and your contact information.

For more information on Imagine Housing, visit [www.imaginehousing.org](http://www.imaginehousing.org)

**PLEASE NOTE: This position description generally describes the principal functions of the role and the level of knowledge, expertise and practice typically required; it is not designed to contain a comprehensive listing of activities or responsibilities. In addition, this position description does not constitute an employment agreement between the employer and employee and is subject to modification with or without notice.**